

**FAUQUIER COUNTY  
ARCHITECTURAL REVIEW BOARD**

**Meeting Minutes**

April 1, 2015

4:00 p.m.

2nd Floor Conference Room, Warren Green Building, 10 Hotel Street, Warrenton

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**Attendance:**

Mary Root, Chair (Citizen-at-Large)  
Julie Broaddus (Scott District Representative)  
Hilary Gerhardt (Cedar Run District Representative)  
Jack LaMonica (Marshall District Representative)  
Bob Lee (Planning Commission Representative)  
Brandie Schaeffer (Center District Representative)

**Not in Attendance:**

Lee District Representative (position open)

**Staff:**

Wendy Wheatcraft, Preservation Planner  
Maureen Williamson, Staff

**Guest:**

Vixen

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1. Call to Order  
Ms. Root called the meeting to order at 4:10 p.m.
2. The March 4, 2015 meeting minutes were reviewed. Ms. Root made a motion to approve the minutes. Ms. Broaddus seconded the motion. The motion carried 6 – 0.
3. New Business
  - Virginia Gerrish  
Ms. Schaeffer reported that Virginia Gerrish is interested in joining the ARB as Center District representative. She would replace Ms. Schaeffer. As a next step to Ms. Gerrish joining the ARB, Mr. Lee suggested she be introduced to Center District representative, Chris Granger.
4. Ongoing Business  
Plan May 2015 Public Workshop
  - Confirm Attendance of Craftsmen/Vendors for Open House  
Board members discussed the progress made to contacting/confirming the following masons:
    - Ashby Masonry, Inc. – Waiting to hear back from this craftsman.
    - Tidewater Preservation – A definite maybe.
    - Cresthill Stoneworks – Waiting to hear back from this craftsman.
    - Cochran's Stone Masonry – Interested and checking their calendar.
    - Habalis Construction, Inc. – Declined.
    - Frederick Block Brick and Stone – Waiting to hear back from them.

Ms. Schaeffer reported that she contacted the Brick Industry Association (BIA) and they may be willing to provide handouts and promotional items. Ms. Schaeffer asked Ms. Wheatcraft to send an email to BIA representative, Brian Trimble, citing the event, the date and time, and location of the workshop.

Mr. LaMonica reported that he contacted the Architectural Review Board of The Plains to let them know about the masonry workshop.

- Presentations – needed material, equipment, printed handouts, etc.  
Ms. Wheatcraft noted that she will develop a masonry source list, which will be available as a handout to attendees of the workshop. Ms. Wheatcraft asked that members send all mason contact information to her so that it may be included in the source list.

On the day of the workshop, Ms. Wheatcraft will bring a projector and a laser pointer.

- Presenters  
To date, Board members confirmed the following presenters:  
John Friedrichs  
Billy Lancaster

Ms. Wheatcraft clarified that only presenters who will be compensated need to complete a W-9 form.

- Walking Tour – hand-out printed, etc.  
Ms. Root presented the walking tour brochure draft titled, *Warrenton Walks*. The brochure was well-received by the Board. Ms. Wheatcraft said that the brochure will be printed and made available to attendees of the workshop and walking tour.

Ms. Root created a PowerPoint presentation that will be offered as a virtual tour, in case of rain. The presentation is made up of pictures and descriptions of the points of interest which are part of the walking tour.

- Promotion  
Ms. Broaddus presented a flyer she created for the workshop.

The Board discussed distribution/posting of the flyer, which included:

- The Southern Fauquier Historical Society
- AAHA
- Citizens for Fauquier County
- Fauquier Preservation Society
- Certified Local Governments
- Post flyer at the Warrenton Library

Ms. Wheatcraft will write a press release for the workshop. The Board discussed the distribution of the press release to include:

- Discovery Publications, Inc.
- Warrenton Lifestyles
- Fauquier Now
- Fauquier Times
- Katie Heritage of County Administration – Ms. Wheatcraft will forward the press release to Ms. Heritage, who will forward it to all county staff via email.

Ms. Wheatcraft will set up a table at Warrenton's 1<sup>st</sup> Friday event on May 1 to distribute flyers.

Ms. Schaeffer asked Ms. Wheatcraft to send a flyer to the Town of Warrenton's planner, Sarah Sitterle and Vice Mayor, Sunny Reynolds.

- Day of Event – opening building, setting up chairs and tables, meeting craftsmen, etc. All Board members said that they would attend the workshop. Ms. Wheatcraft noted that refreshments will include: bottled water, cookies, chips, and apples. Ms. Wheatcraft will purchase the refreshments with County funds.

As a door prize, Fauquier County residents will have the opportunity to participate in a drawing to win a property history conducted by professional architectural historian, Ms. Wheatcraft.

5. Announcements

No announcements were made.

6. Next Meeting

**The next meeting will be held on Wednesday, May 6, 2015.**

7. There being no further business, the meeting was adjourned at 5:12 p.m.